UNITED NATIONS **ST**

Secretariat

ST/IC/1998/27
24 March 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: MAJOR MAINTENANCE OF CONFERENCE BUILDING ELEVATORS AT HEADQUARTERS

1. The purpose of the present information circular is to inform all staff members of the major maintenance project work scheduled for the two Conference building elevators so as to improve service.

2. The project will commence on 26 March 1998 for a duration of five months, until about mid-August 1998. The first elevator scheduled for maintenance is car 1 (floors 1B to 4), work on which is to be completed on or about 4 June 1998. Immediately thereafter, car 2 (floors 3B to 4) will be taken out of service for maintenance, which is to be completed on or about 14 August 1998. For the duration of the project, one elevator will always be available to provide uninterrupted service. To facilitate and further augment passage between floors, a nearby stairwell will be designated for this purpose, with proper sign indication.

3. An alternate route to the Delegates' Dining Room is via the escalator from the third floor of the Conference building. To avoid delays, it is suggested that staff and members of delegations use this route to gain access to the Delegates' Dining Room rather than the Conference building elevators.

4. Your full cooperation during the Conference building elevators upgrade programme is appreciated. The Office of Central Support Services regrets any inconvenience that may be caused to users during this period.

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* Expiration date of the present information circular: 31 August 1998.

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